



## Update, 05-05-06

### Where's The New TraCS Pack?

Many of you have heard that a new version of TraCS and updated forms would be available this Spring. We are completing our final quality assurances and expect that the final version will be available mid-May for you to download. We'll send an announcement to you when it's ready.

### **TraCS Tips, Tricks, and Traps-Working with Common Information**

Whenever you key person or vehicle information into a TraCS form, it is stored in the Common Information Pool. This allows person and vehicle information to be reused across all forms in a contact and saves you considerable typing.

The forms themselves do not actually store the person and vehicle information, just a pointer to a common information entry. When you change, for example, a name or an address, the common information entry is updated and the change cascades across all forms in a contact saving you time. Usually this is a good thing, but there are certain situations where common information can work against you instead of for you.

**Please be aware that when you change person or vehicle information in one form you could potentially change that information in all the forms in the contact including issued citations!** While there are some safeguards built into TraCS to prevent unintended changes on issued citations, they do not cover all possible scenarios.

Here are some ways to protect yourself from making unintended changes to issued forms:

- If you accidentally selected the wrong person or vehicle from the drop down list, simply go back and select the correct entry. If the person or vehicle is not on the list, **move up to the blank item at the top of list before pressing the edit button to add the new person or vehicle.** Remember, if you press edit, you are editing the person or vehicle you have selected on the list, not creating a new entry.
- **Use replicate only to issue citations to the same individual.** If you are citing an additional person, use the add form button to add a new citation and then use the auto-populate button to bring in location information.
- **Open all forms associated with the contact when you are working on reports saved in the contact manager.** In other words, open up all the citations when you go back to finish up the crash report. This will allow TraCS to do a better job of protecting common information on issued citations.

That's all for this Badger TraCS Update. Thanks for reading.